



# Kansas Bureau of Investigation

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## KBI Forensic Science Laboratory Internship Program

The KBI Forensic Science Laboratory Internship Program offers students the ability to apply classroom theory by working and learning alongside trained scientists in various forensic disciplines. Not only will students gain practical forensic experience, but they will also increase their post-graduate marketability.

On a limited basis, the KBI is offering unpaid internships. The internships can be part of a university's practicum experience or a student's independent career-building initiative. Priority will be given to practicum students. There are various benefits of internships to include the following:

- Learn relevant methods practiced in the forensic disciplines
- Contribute to the work performed by the forensic laboratory
- Network with KBI Forensic Scientists and law enforcement professionals
- Participate in a meaningful career-related experience
- Explore various forensic disciplines and focus future career options
- Increase post-graduate marketability

### Additional Opportunities

Other opportunities beyond a traditional internship may be possible. The opportunities can provide applicants with the ability to work closely with forensic scientists in a specialized field of study using the knowledge and skills they have learned. Applicants must be enrolled in an accredited four year institution.

### Eligibility

Interns shall meet the following criteria:

- Upper level student (junior and senior) status at an accredited institution of higher education; Lower level students (sophomore) may be considered.
- Minimum cumulative GPA of 3.0;
- Must be enrolled during the semester student plans to intern.

### Application/Interview

Interns will submit a written request to the KBI Forensic Science Laboratory Internship Coordinator at a minimum four months prior to the semester in which they wish to intern. The written request shall include the following information:

- Institution currently attending, major, GPA;
- University transcript(s);

- Reason they wish to intern with the KBI;
- Semester they wish to intern;
- Written recommendation or letter from instructor/faculty member at institution;
- Discipline(s) they wish to intern: Chemistry, Toxicology, Biology, Firearms, Latent Prints, Digital Forensics.
- Location they wish to intern: Topeka, Great Bend, Kansas City, or Pittsburg.

Interns will be scheduled for an interview with the supervisor of the work unit in which the internship is to be served. The supervisor will make a decision on accepting the intern applicant.

### **Approval**

Upon approval by the KBI Forensic Science Laboratory, the applicant will be provided an Intern Packet (conditional offer letter, background packet and other pertinent forms) from the KBI to be returned by designated date.

### **Internship / Employment Disqualifiers**

The responsibilities of law enforcement involve public trust; therefore, the KBI seeks to only place those applicants whose conduct, character and behavior do not discredit either themselves or the KBI. For this reason the hiring process addresses the integrity, ethical conduct, honesty, prejudices, financial responsibility (credit), and past behavior of applicants. While the KBI reviews much information and considers the circumstances in many areas regarding an applicant's background, the following are examples of standards that will disqualify applicants from consideration. A complete list of disqualifiers is available on the KBI website,

<http://www.accesskansas.org/kbi/about/employment.shtml>

### **Examples of disqualifiers include:**

- Any felony.
- Any sexually motivated crime or other offense requiring registration.
- Conduct related to domestic violence.
- Resisting arrest or attempting to flee.
- Intentionally falsifying, misrepresenting, or omitting pertinent information while completing the employment application, preliminary interview questionnaire(s), polygraph or any other pre-employment document(s).
- Any conviction related to a crime of deception (theft, fraud, perjury, etc.).
- Any illegal drug usage other than marijuana or prescription drugs at any time. This includes, but is not limited to: cocaine, methamphetamine, heroin, MDMA, LSD, and PCP.
- Marijuana and Prescription Drug Usage: Any juvenile criminal activity within last three (3) years. Any adult criminal activity within the last five (5) years. Any disclosure of use within last five (5) years.
- Any drug conviction, diversion, or adjudication; or arrest without disposition.
- Any illegal sale, distribution, or manufacturing (to include growing) of any drug.

**Polygraph** – If no concerns are noted in the background packet, the candidate is scheduled for a polygraph. The polygraph lasts approximately 4 hours and is designed to insure the candidate has been truthful in his or her representation of their personal

history.

**Background Investigation** – If the candidate passes the polygraph, he or she is scheduled for a background investigation. A Special Investigator will review all of the background material and talk to neighbors, current and prior employers and others as necessary to determine that the candidate meets the background requirements of the KBI.

**Final Offer** – Upon successful completion of all of the steps outlined above, an offer of internship is made to the candidate and, if accepted, a start date is determined.

### **Internship Plan and Report**

Following acceptance, the intern shall obtain a written statement from his/her instructor outlining the following information:

- The objectives to be accomplished during internship;
- Number of hours required, if formally established;
- Whether the student will be graded or receive satisfactory credit;
- Type of documentation, if any, expected to be produced during and/or at the conclusion of the internship.

### **Guidelines**

- Interns will sign the appropriate “KBI Confidentiality Agreement Form”.
- Interns will conform to the dress and conduct codes of the KBI.
- Interns will be directly responsible to the supervisory personnel of the work unit in which the internship is served and the supervisors are responsible for ensuring that interns receive appropriate work assignments.
- Interns will be exposed as much as possible to the various operations of the laboratory to which they are assigned.
- When applicable, supervisors/interns will follow the KBI Vehicle Use Agreement.
- Interns are issued a Red ACB (restricted access) credential.
- Interns will work with their respective discipline to establish a work schedule.
- Supervisors reserve the right to terminate an internship after consulting with the KBI Forensic Laboratory Internship Coordinator.

### **Reviews**

The appropriate KBI supervisor shall periodically review performance and provide feedback to the intern.

### **Conclusion**

At the conclusion of the internship, the intern shall provide a written evaluation of their experience of the program. The appropriate KBI supervisor will also complete a written evaluation of the student and program.

The KBI Forensic Science Laboratory Internship Coordinator will review the activities and reports for all internships, and evaluate the effectiveness of the program, providing feedback to participants as appropriate.